

## YE – Period End Estimate for Obligations

To record a period end estimate for obligations, you must create a YE document.  
Below is an example:

### YE Header Screen

COMMND:	DOCID: 1	01/06/03 13:50:39
STATUS:	BATID:	SEC2:
H-	STANDARD VOUCHER DOCUMENT	
SV DATE:	ACCOUNTING PERIOD: 2	
ACTION: 3	EXPENSE(E), REVENUE(R), GL(G), BUDGET(B): 4	
BUDGET FYS:	FUND:	
REVERSAL PERIOD: 5	BUDGET OVERRIDE IND:	
COMMENT:		
REF TRANS ID:		
DOCUMENT TOTAL: 6		
DESCRIPTION: 7		

The table below shows required fields for the YE document header screen. The fields are numbered in the example screen above.

<b>YE Header Screen Required Fields</b>	#	FIELD	Data	
	1	<b>DOCID</b>	Trans Code	<b>YE</b> (Type of Document)
			Sec 1 Code	Enter the appropriate SEC 1 Code
			Document #	<b>YYEST#</b> where:  <b>YY</b> = last 2 digits of the fiscal year
	2	<b>ACCOUNTING PERIOD</b>	Enter the accounting period (MMYY)	
	2	<b>ACTION</b>	<b>E</b> (Enter New Document)	
	3	<b>EXPENSE (E), REVENUE (R), GL (G), BUDGET (B)</b>	<b>E</b> (Expense)	
	4	<b>REVERSAL PERIOD</b>	Enter the accounting period in which the reversal should take place (MMYY)	
	5	<b>DOCUMENT TOTAL</b>	Enter period-end estimate amount	
	6	<b>DESCRIPTION</b>	Meaningful description	

To enter a YE document header for estimates, follow the steps outlined in the table below:

<b>YE Document Header Screen Instructions</b>	Step	Action
	1	Type L in ACTION (of any FFIS table screen)
	2	In the TABLEID field type YE
	3	Press the spacebar twice to clear possible remaining data
	4	Press Enter and the YE Header Screen appears
	5	Tab to the DOCID field. The transaction code YE should be displayed.
	6	Tab to the next field and type in the appropriate SEC 1 Code
	7	In the next field type in YYEST# (YY = last 2 digits of the fiscal year)
	8	Press Enter
	9	Tab to ACCOUNTING PERIOD and type in the accounting period in MMYY format.
	10	Tab to ACTION and type E
	11	In the EXPENSE (E), REVENUE (R), GL (G), BUDGET (B) field type E
	12	Tab to REVERSAL PERIOD and type the accounting period (2 digits for month and year) in which the reversal should take place

Below is an example of a YE document line screen:

**YE  
Document  
Line  
Screen**

COMMND:	DOCID:	01/06/03 15:16:54	
STATUS:	BATID:	SEC2:	000-000 OF 000
01-			
LINE NUMBER: <b>1</b>	TRANS TYPE: <b>2</b>	EXP/REV/GL/BUD:	
BUDGET FYS: <b>3</b>	FUND:	DIVISION:	
BUDGET ORG/SUB:	COST ORG/SUB:	PGM: <b>4</b>	
BOC/REV SOURCE: <b>5</b>	SUB BOC/SUB SRCE:	JOB:	RPTG:
CLOSED BFYS:	CLOSED FUND:		
VENDOR: <b>6</b>	NAME:	QUANT:	
SCHD FISC YR:	SCHD CAT:	SCHD TYP:	SCHD NO:
D.O.:	GUEST SYMBOL:		
REF TRAN ID:	DOC TYP:	AGREE #:	ADV:
INVOICE NO:	INVOICE DATE:	INVOICE LINE:	
AMOUNT: <b>7</b>	INC/DEC IND:	ACC DATE:	OBL FY:
DESCRIPTION: <b>8</b>	TREAS NO:		

The table below shows required fields for the YE document line screen. The fields are numbered on the example on the previous page:

**YE  
Document  
Line  
Required  
Fields**

#	Field	Data
1	LINE NUMBER	Line number from 001 to 999 (start with Line 001)
2	TRANS TYPE	UN (for undelivered orders) or DE (for delivered orders)
3	BUDGET FYS	Budget fiscal year
4	PGM	Appropriate Program Code (accounting code)
5	BOC/REV SOURCE	Appropriate Budget Object Code
6	VENDOR	Vendor Code
7	AMOUNT	Line amount
8	DESCRIPTION	An appropriate description that will help identify the estimate line in future periods

**YE  
Document  
Line Screen  
Instructions**

To enter a YE document Line Screen for estimates follow the steps outlined in the table below.

Step	Action
1	In the LINE NUMBER field type in a 3-digit number for each line from 001 to 999
2	In the TRANS TYPE field type UN (for undelivered orders) or DE (for delivered orders)
3	Tab to BUDGET FYS and type in the 2-digit budget fiscal year
4	Tab to PGM and type in the Program Code from PGMT
5	In the BOC/REV SOURCE field type in the budget object code
6	Tab to VENDOR and type the Vendor Code
7	Tab to AMOUNT and type in the period-end estimate amount
8	Tab to DESCRIPTION and type an appropriate description that will help identify the estimate line in future periods
9	Press Enter. A new YE Line Screen appears. Repeat Steps 1 through 8 as necessary.
10	Press the Home key and type E in COMMND and press Enter to edit the document.
11	If there are no error messages at the bottom of the screen type R in the COMMND field and press Enter.